



the *all* new...
**CALEY
WEBCART**

Webcart User Guide

We at Caley Print have listened carefully to our customer base, studied the evolution of the Office Products industry and have again invested in our new Webcart in order to provide a modern, intuitive ordering portal, which manages to blend ease of use with great features and the latest web functionality.

Online ordering represents the future for our clients, and with our new Webcart you benefit from a more efficient online retail outlet with clear pricing, high resolution product images, simple contract list browsing, ink&toner finder, plus much more...

Within this User Guide you have all the information you need to help you get ordering with ease.

Logging in
Browsing the Webcart
Viewing Products
Contract
Orderpad
The Basket
Checking Out
Orders

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



www.caleyprint.com

Logging in

Log in by visiting **www.caleyprint.com**



the all new...
**CALEY
WEB CART**

If you are not an existing customer, please **sign up for an account**.

USER ID

PASSWORD

All user IDs and passwords are case sensitive.

Lost your password?



Click on the button and you will be asked for your Login details
 (please contact us if you do not have any)

Enter your User ID

Enter your Password

Click Log-In Button

When logged in, at the top right of the screen you will see your Account Customer options list.

 Cookies  My Account  Contract  Orderpad  Orders  Contact Us

My Account – displays contact and Billing Details

Contract – Displays your contract items list

Orderpad – takes you in to an area where you can view/manage your Orderpads

Orders – displays your order history

GLASGOW

T: 0141 951 1500

F: 0141 951 1600

E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500

F: 01506 441501

E: livingston@caleyprint.com



www.caleyprint.com

Browsing the Webcart

Dropdown Search Menu

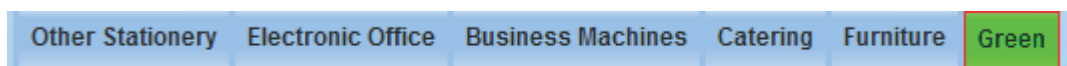


The image shows a search bar with a dropdown menu set to 'All Categories'. To the right of the dropdown is a text input field and a magnifying glass search button.

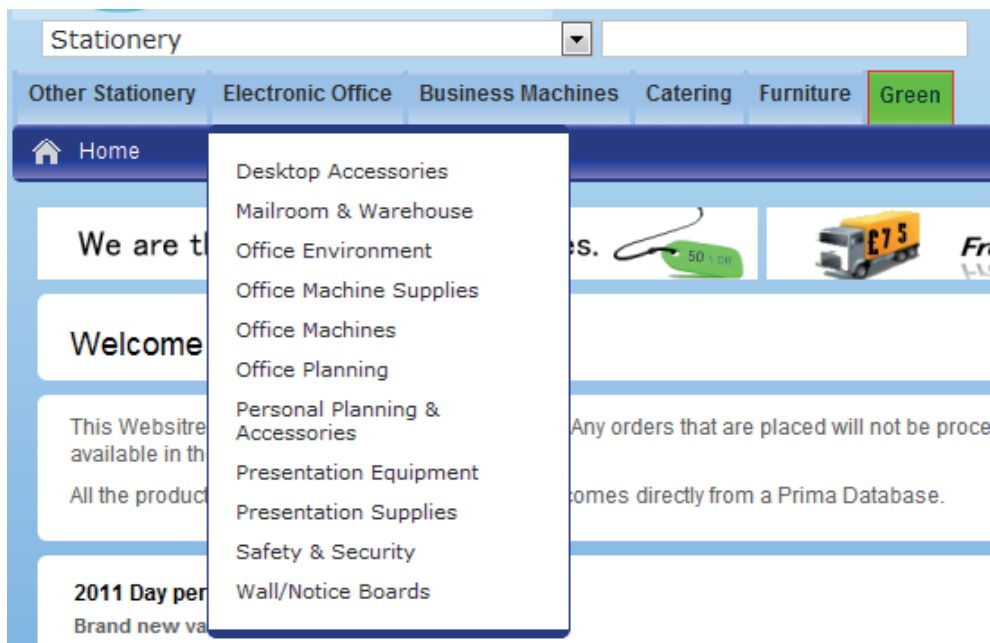
Use the Dropdown list to select a classification to search under, then in the box to the right enter the code or description of the item you wish to find. Hit the Return key or the Search button to run the search.

If you choose the All Categories option, the search will be performed against the whole Webcart.

Navigation Bar



Hover over one of the Classifications to reveal the sub groups



GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com





Browsing the Webcart

Click on a Product Group to drill down further

Desktop Accessories

 Blotters (4) Item(s) Only we can supply the best Blotters products.	 Book Racks / Mag Files (42) Item(s) Only we can supply the best Book Racks / Mag Files products.	 Clipboards (33) Item(s) Only we can supply the best Clipboards products.	 Desk Mats (6) Item(s) Only we can supply the best Desk Mats products.	 Desk Tidies (38) Item(s) Only we can supply the best Desk Tidies products.
 Desktop Accessories Other (18) Item(s) Only we can supply the best Desktop Accessories Other products.	 Drawer Sets (5) Item(s) Only we can supply the best Drawer Sets products.	 Letter Trays (61) Item(s) Only we can supply the best Letter Trays products.	 Perforators (56) Item(s) Only we can supply the best Perforators products.	 Pins/Clips/Fasteners (133) Item(s) Only we can supply the best Pins/Clips/Fasteners products.

Click again and you will see the Product Sub Group as well as a list of Product

Blotters

 Full Demy (3) Item(s) Only we can supply the best Full Demy products.	 Half Demy (1) Item(s) Only we can supply the best Half Demy products.
---	---

View as    **Compare** up to 4 Products. Sort by **Description (A -> Z)** Show **10 Products per page**

4 Product(s) Found

Compare	
	Desktop Commercial Blotter Demy Black 216081 2160KB1 Code: RF216081 Unit: Each Price: £14.94 £12.45 Ex VAT - 1 + Add

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



www.caleyprint.com

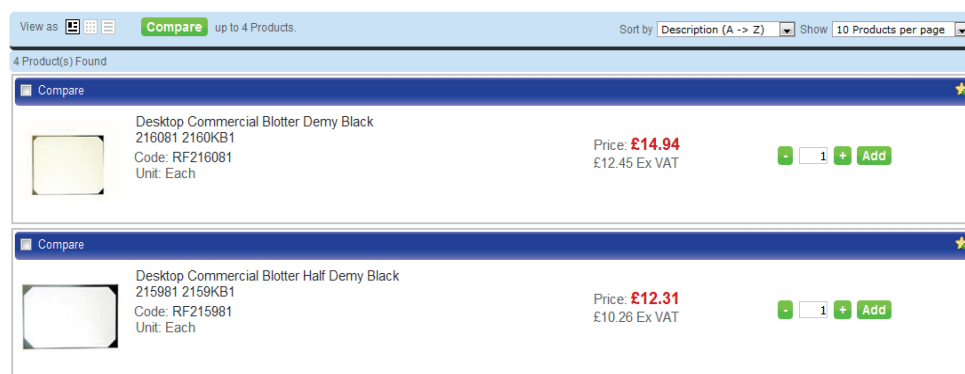


Viewing Products

There are 3 different Product views

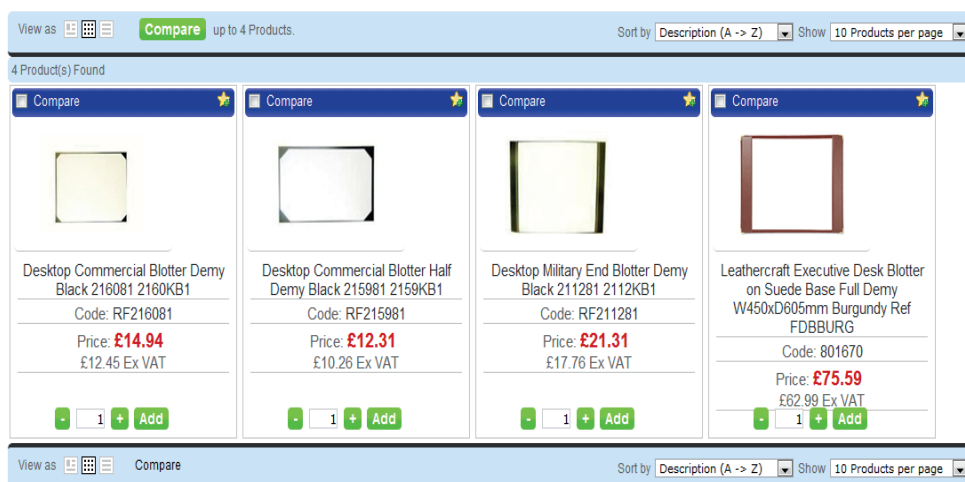
Detail

Detail view displays a larger image. You see the invoice description, Product Code and unit. Pricing info and the ability to add to basket is available. You can click on the Add to Favourites button and also check the box to compare up to 4 products.



Grid

Grid view displays a larger image. You see the invoice description and Product Code. Pricing info and the ability to add to basket is available. You can click on the Add to Favourites button and also check the box to compare up to 4 products.



GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com





Viewing Products

List

List view displays a small product image. You see the invoice description and Product Code. Pricing info and the ability to add to basket is available. You can click on the Add to Favourites button and also check the box to compare up to 4 products. This view is useful for search through a larger range as you can view more items on a page. In list view there is the Add All button, which will add multiple items to the basket at once if there is a quantity against the line when Add All is pressed.

View as  

Compare up to 4 Products.

Sort by Description (A -> Z) Show 10 Products per page

4 Product(s) Found

Compare	Code	Unit	Price	Qty	+ Add All
 Desktop Commercial Blotter Demy Black 216081 2160KB1	RF216081	Each	~~£14.94~~ £12.45 Ex VAT	- +	Add
 Desktop Commercial Blotter Half Demy Black 215981 2159KB1	RF215981	Each	~~£12.31~~ £10.26 Ex VAT	- +	Add
 Desktop Military End Blotter Demy Black 211281 2112KB1	RF211281	Each	~~£21.31~~ £17.76 Ex VAT	- +	Add
 Leathercraft Executive Desk Blotter on Suede Base Full Demy W450xD605mm Burgundy Ref FDBBURG	801670	Each	~~£75.59~~ £62.99 Ex VAT	- +	Add
					+ Add All

View as  

Compare

Sort by Description (A -> Z) Show 10 Products per page

Clicking on to the thumbnail image in List view will load the **Product Information** pop up

Product Information



Name: Desktop Commercial Blotter Demy Black 216081 2160KB1
Code: RF216081
Unit: Individual Items
Weight: 0.96 kg(s)

Our Price: ~~£14.94~~ £12.45 Ex VAT

Quantity - + **Add**

[Like](#) [Add to favourites](#) [Request information](#) [Send to a friend](#)

Product Reviews
Choose a sort order

Share your experiences of this product [Write a Review](#)

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



www.caleyprint.com



Viewing Products

Sort and Show

You can choose to sort and show from several options

Sort by Show

Sort by

Sort by Show
 Description (A -> Z)
 Description (Z -> A)
 Price (Low to High)
 Price (High to Low)
 Product Code (A -> Z)
 Product Code (Z -> A)
 Qty

Show

Sort by Show
 10 Products per page
 25 Products per page
 50 Products per page
 100 Products per page

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



Viewing Products

Viewing a Product

Hovering over the large image will show a zoom frame. Clicking on the image will open the image in its own viewer.

Product Information is displayed alongside the image including product name, code sales unit and weight.

Pricing is displayed along with VAT info.

You can add to the basket by putting a quantity in to the field and using the Add button



3M Post-It Note Recycled 76x76mm Yellow 654-1Y

F

Code: 217837
 Unit: Pack of 12

£20.55 (£24.66 Inc VAT)

Unit	Price	In Basket	Actions	
Pack of 12	£ 20.55	0	-	1 + Add to Basket

Description:

- 3M Recycled Post-It Notes.
- Manufactured from recycled material, Post-its can be removed and re-stuck to almost any surface without leaving a mark, invaluable for messages and notes.
- 100 sheets per pad.
- Size: 76x76mm (3x3ins).
- Colour - Yellow

[Add to Wish List](#)
[Request More Information](#)
[Send to a friend](#)

Details

Weight: 0.57 kg(s)

[Share](#)
[Like](#) 0
[Tweet](#) 0
[+1](#) 0

Social Media links

Active social media links to Facebook, Twitter and Google+ are available to promote the products

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



www.caleyprint.com



Viewing Products

Other Actions

Add to Wishlist – adds to a saved Wishlist which will display in a scrolling bar near the bottom of the page when browsing the site (logged in user)

- > Add to Wish List
- > Request More Information
- > Send to a friend

Your Wish List Products

 Challenge Petty Cash Pad 280x152mm 200 Duplicate Slips 100080052	 Thermometer/Hygrometer LCD Digital Display Weather Station	 UHU All Purpose Solvent Free Glue 44931
- 1 + Add	- 1 + Add	- 1 + Add
Price £12.64 Inc Ex	Price £16.65 Inc Ex	Price £2.34 Inc Ex

Request information – clicking on the link generates an email form to Send through dealer requesting product information. Fill in the fields and click Send

Product Request Information

Place HTML content here via the control panel for this type of page

Name		Your name
Email		Contact email address
Phone		Contact phone number
Company		Company name
Subject	Product Information Request: RF216	Email subject
Comments		
Send		

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



www.caleyprint.com



Viewing Products

Send to a friend – generates a draft email with a hyperlink to the Product

Send	To...	blank
	Cc...	
	Subject:	Desktop Commercial Blotter Demy Black 216081 2160KB1

I thought you might be interested in Desktop Commercial Blotter Demy Black 216081 2160KB1. You can view it at: <http://www.booksandpads.co.uk:82/product/27019/>

- > Add to Wish List
- > Request More Information
- > Send to a friend

Add to Orderpad – When logged in to the Webcart, the user will also have the ability to add the Product to an Orderpad with a selected quantity.

Order Pads Select One ▼ - 1 + **Add to Order Pad**

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com





Contract

Clicking on the Contracts button will open your contract list where you can view and add items to your Basket

Contract Products

View as   

2 Results

Sort by

Description (A -> Z)

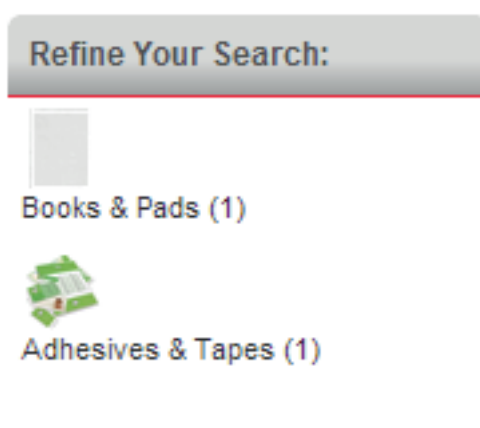
 Show

10 Products per page

2 Product(s) Found

Compare	Code	Description	Unit	Price	Quantity	Basket	+ Add All
	 3M66725	3M Scotch 810 Magic Tape 12mm x66 Metres 8101266	 PK2	£7.99 (£9.59 Inc)	 		
	 3M87120	3M Post-it Note Warm Pastel Rainbow Pack of 12 76x127mm 655FL	 Each	£14.95 (£17.94 Inc)	 		
							

You have the ability to drill down the Contract by Product Classification (below), as you can when browsing your Webcart normally. A great feature to help you find what you need quickly.



GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



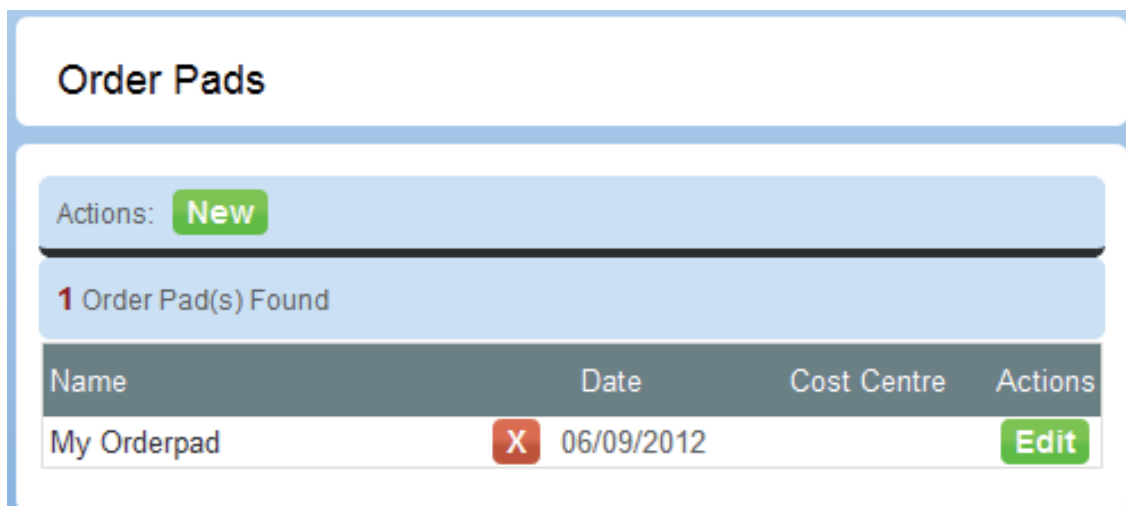


Contract

Orderpads

These are saved shopping lists which you manage, and are designed for you to have easy access to your frequently ordered items.

Clicking on the Orderpads button at the top of the screen will show you if you have any saved Orderpads



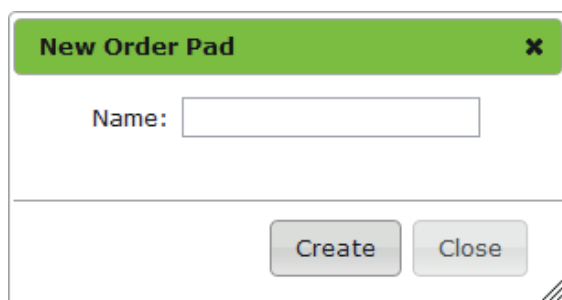
Order Pads

Actions: **New**

1 Order Pad(s) Found

Name	Date	Cost Centre	Actions
My Orderpad	 06/09/2012		Edit

If you click on the New button you can generate a new Orderpad. Give the Orderpad a Name and lick on the Create button.



New Order Pad 

Name:

Create **Close**

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com





Contract

If you click on the Orderpad Name you will open the Orderpad

Order Pad - My Orderpad

Owner: Gardencraft User
 Created: 06/09/2012
 Name: My Orderpad
 Cost Centre:

Actions: [Back](#) [New](#) [Edit Header](#) [Save](#) [Delete](#) [Add Line](#)

1 Order Pad Line(s) Found

Code	Product Description	Unit	Price	Cost Centre	Quantity	Add All
353908	 Ideal for training and brainstorming. Keep all ideas visible all of the time for a more productive meeting. Sticks to almost any surface due to the unique Post-it adhesive. Can be removed and repositioned time and time again. Fits most easels. 30 sheets	PK2	~~£96.10~~ £80.08 Ex VAT	None	- 1 +	+ Add

[Add All](#)

The Orderpad info will be displayed at the top, then below you have a row of Actions

Back – takes you back to the Orderpad list

New – generates a New Orderpad

Edit Header – allows you to rename the Orderpad, and update the Cost Centre

Edit Order Pad ✕

Owner: Gardencraft User
 Created: 06/09/2012
 Name:
 Cost Centre:

[Save](#) [Close](#)

Add Item to Order Pad ✕

ItemCode:
 Qty:

[Add](#) [Close](#)

Save – lets you Save any changes

Delete – gives you the option to delete the Orderpad

Add Line – add a new line to an Orderpad



The Basket

Clicking on the View Basket button at the top right of the screen, will open the basket page



1 Line in Basket

Sub-total: £66.84 Ex VAT

Checkout

Basket

Place HTML content here via the **control panel** for this type of page

Order Amount Used: £40.07 of £65.00

Monthly Budget Used: £0.00 of £525.00

Default Cost Centre: 55646 - CC Two

Delete Basket

Update Basket

Code	Description	Cost Centre	Unit	Quantity	Price (Ex VAT)	Total
193503	Sony DV Camcorder Tape Pk5 5DVM60PR-BT	55646 - CC Two	Each	3	£11.13	£33.39

Sub-Total: (Ex VAT) £33.39

VAT: £6.68

Total: £40.07

Delete Basket

Update Basket

Order Value and **Monthly Budget** totalisers, allow the user to easily monitor their spend

Order Amount Used: £40.07 of £65.00

Monthly Budget Used: £0.00 of £525.00

GLASGOW

T: 0141 951 1500

F: 0141 951 1600

E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500

F: 01506 441501

E: livingston@caleyprint.com



www.caleyprint.com



The Basket

Default Cost Centre – choose from the list the default cost centre (if applicable) for the whole basket

Delete Basket – clears the basket completely

Update Basket – if changes are made to cost centre details and order quantities the Update Basket button needs to be pressed to save the changes

Default Cost Centre:

Cost Centre	Unit	Quantity	Price (Ex VAT)	Total
55646 - CC Two v	Each	- 3 +	£11.13	£33.39
Sub-Total: (Ex VAT)				£33.39
VAT:				£6.68
Total:				£40.07

Floating Actions Bar

Quick Item Entry Options

Item Code: Quantity:

The floating actions bar will follow your movement on the Basket page, always sitting near the bottom.

There is a **Quick Item Entry** allows you to add a product to the basket, providing you know the Code.

The **Continue Shopping** button will return you to your previous screen.

Save as Order Pad allows the whole basket to be saved for your next visit

Checkout will take you through to start the Checkout process

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



www.caleyprint.com



Checkout

You can either Checkout directly whilst browsing the site using the Checkout button, or from the Checkout button with the Basket

Clicking in either location will take you to the Checkout page

if you are happy with your order then click continue

Shipping Details	Order Details	Payment Details
Username: Stephen McLaughlin Cheshire House Gorse Lane Widnes Cheshire WA8 0RP. Address * HQ - Cheshire House, Gorse Lane ▼	Reference * Notes	Sub Total : £32.43 Shipping : £0.00 VAT (20%) : £6.49 Discount : £0.00 Total : £38.92 Voucher Code

Shipping Details

If you are able to choose your Delivery Address, you can do so from the dropdown menu

Shipping Details

Username: Stephen McLaughlin

Cheshire House
Gorse Lane
Widnes
Cheshire
WA8 0RP.

Address *

HQ - Cheshire House, Gorse Lane ▼

HQ - Cheshire House, Gorse Lane, Widnes, Cheshire,
SOUTH - Trident House, 3 Blackhorse Lane, Hitchin, He

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



www.caleyprint.com



Checkout

Order Details

Enter a Purchase Order Number in the Reference field (Just put your name or date for example, if you don't normally quote a reference). If you have Notes, enter those in to the field provided.

Order Details

Reference *

Notes

Please deliver to Reception

Payment Details

Review the order totals in the Payment Details section

Payment Details

Sub Total :	£32.43
Shipping :	£0.00
VAT (20%):	£6.49
Discount :	£0.00
Total :	£38.92

Voucher Code

Click **Place Order** when you are finished.

If you are set to create Pending Orders, then one of your team will receive a notification to let them know there is an Order to Authorise. Otherwise your order will be sent through to us to be processed.

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

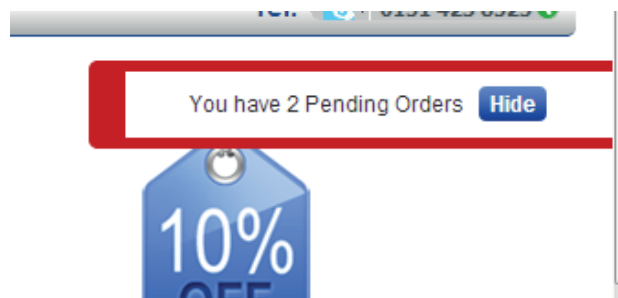
T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com



Orders

Authorising Pending Orders

If you are set to Authorise Pending Orders from other users, you will see the below option on your screen when you log in.



Hover over the link and click to open the Pending Orders screen.

Pending Orders Current Orders Order History							
2 Order(s) Found Cancel Selected Confirm Selected							
Reference	Contact Name	Date	Department	Cost Centre	Nett	VAT	Total
☐ X eee	Roger	11/01/2013 16:36:55			£169.87	£33.97	£203.84 Edit Confirm
☐ X PENDINGORDER	Roger	22/01/2013 10:44:12		COST1	£868.83	£173.77	£1042.60 Edit Confirm
2 Order(s) Found Cancel Selected Confirm Selected							

From here you can Confirm/Cancel multiple orders at once by ticking the boxes on the left and using the **Cancel Selected** or **Confirm Selected** buttons.

If you need to make changes to a Pending Order, click on the Edit button on the right to open the order.

Pending Orders Current Orders Order History						
Contact	Reference	Date	Cost Centre	Department		
Roger	eee	11/01/2013 16:36:55				
Notes						
Actions: Back Edit Header Save Delete Add Line Confirm Order						
1 Line(s) Found						
Code	Product Description	Unit	Cost Centre	Price (Ex VAT)	Quantity	Line Total (Ex VAT)
ACE24195 X	Acer C20 Travel Projector EY.JBT01.001 Add Notes	Each	None	£169.87	1	£169.87
Notes:						
				Sub-Total: (Ex VAT)	£ 169.87	
				Shipping:	£ 0.00	
				VAT:	£ 33.97	
				Total:	£ 203.84	



Orders

In Edit Mode you are free to add and remove lines, Edit Header, change quantities, select a Cost Centre, Add Notes, and then Confirm Order.

Once all Pending Orders have been either Confirmed or Canceled the Pending Orders screen show as below

Pending Orders	Current Orders	Order History
0 Order(s) Found	Cancel Selected	Confirm Selected

Current Orders

Pending Orders

Current Orders

Order History

16 Order(s) Found

Our Ref	Your Ref	Status	Total	
WSTA-51	londonorderxmas	Awaiting Dealer Authorisation	£70.00	View
WSCTRL-60	without delivery	Awaiting Dealer Authorisation	£75.06	View

Current Orders are orders which you have checked out but you have not yet been invoiced for them. They are here so that you have visibility of the progress of the order.

Order History

Pending Orders

Current Orders

Order History

5 Orders Found

between 01/09/2012 and 20/03/2013

Date

Invoice Number	Date	Our Ref	Your Ref	Contact	Shipping	Nett	VAT	Total	
10001	26/10/2012	WSTA-1	PO Test User	Test User 1	£0.00	£50.00	£10.00	£60.00	View
10002	26/10/2012	WSTA-2	PO 2 Test User	Test User 1	£0.00	£50.00	£10.00	£60.00	View
10003	26/10/2012	WSTA-3	PO 3 Test User	Test User 1	£0.00	£12.50	£2.50	£15.00	View
10004	26/10/2012	WSTA-4	PO 4 Test User	Test User 1	£0.00	£12.50	£2.50	£15.00	View
10032	23/11/2012		Test Order	Test User 1	£10.00	£72.55	£12.51	£85.06	View

Order history is visibility of invoiced orders you have placed with us. The great thing is, this history includes orders you placed with us over the phone, fax or email, as well as all your web orders.

GLASGOW

T: 0141 951 1500

F: 0141 951 1600

E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500

F: 01506 441501

E: livingston@caleyprint.com



www.caleyprint.com



My Account

Shows the user the current saved Contact Details and Billing Address

Account Details

Welcome Gardencraft User

If any of your details are incorrect please contact us.

Contact Details

Billing Address

Name: Gardencraft User

Company: Gardencraft

Account No: 132484

Email: james.smith@gardencraft.co.uk

Scrolling Bars

Featured Products

This scrolling bar can be found on all pages when browsing the site.

Featured Products



3M Post-it Note Recycled
76x76mm Yellow 654-1Y

- 1 + Add

Price **£20.55** Inc Ex



Jiffy Mailmiser 115x195mm
Pack of 100 White JMM-WH-00

- 1 + Add

Price **£29.70** Inc Ex



Gojo Anti-Bacterial Foam
Soap TFX Refill 1.2 Litre
Pack of 2 N06249

- 1 + Add

Price **£35.94** Inc Ex

GLASGOW

T: 0141 951 1500

F: 0141 951 1600

E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500

F: 01506 441501

E: livingston@caleyprint.com



www.caleyprint.com



Popular Search Banner

This search bar allows the user to search by random Product Groups, Brands, Codes and Descriptions. Click on one of the options and the search will run.

Popular Searches

dl envelope **copier**
labels hilgo yellow higlo
 yellow chair **COLOUR** fineliner
 ultra Roll top record maxwell red
 books Cards Calendars **Marker**
Digital erasers account
 green WX01115 bic biro supplies
maxell
business a4 paper
 markers laminators masking plasma
 flipchart kf240017 Panels Addis bin hi-
 glo yellow memory WX27017 FL74201
 plastic mailing inkjet refill Planner
catering
WX10503

GLASGOW

T: 0141 951 1500
F: 0141 951 1600
E: sales@caleyprint.com

LIVINGSTON

T: 01506 441500
F: 01506 441501
E: livingston@caleyprint.com

